Connect Create Collaborate

Holly Wolcott <holly.wolcott@lacity.org>

Fwd: Current Projects

1 message

Rick Scott <rick.scott@lacity.org> Tue, Apr 17, 2018 at 9:21 AM
To: Holly Wolcott <holly.wolcott@lacity.org>
Cc: Rita Moreno <rita.moreno@lacity.org>, Shannon Hoppes <shannon.hoppes@lacity.org>

FYI

---------- Forwarded message ----------
From: **John Lambeth** <jlambeth@civitasadvisors.com>
Date: Tue, Apr 17, 2018 at 9:18 AM
Subject: Current Projects
To: Rick Scott <rick.scott@lacity.org>
Cc: Gina Trechter <gtrechter@civitasadvisors.com>, Nichole Farley <nfarley@civitasadvisors.com>

Rick,

It was great to connect with you yesterday. I wanted to circle back and reiterate our concerns about what is happening with our current and future projects with the City of LA. We have been diligently working on the Hollywood Route 66 PBID project for 8 months without compensation for the two tasks we have submitted. As you are aware, the Feasibility Report has been submitted twice without approval. For the second submission, we incorporated all of the changes requested and contractual obligations. We also submitted the database information in February and have been told it will not be renewed until September 2018.

For Echo Park, are concerned about the timing of the project. We are not comfortable starting another contract with the City to complete the Echo Park PBID if the data cannot be reviewed until September 2018. It would be a disservice to the City, Echo Park steering committee, and us to start work only to be put on hold for four-months.

I look forward to working with you and City staff to address these concerns and move the Hollywood Route 66 PBID and Echo Park PBID formations to the finish line.

Best Regards,

John Lambeth

Here is a summary of the Hollywood Route 66 project:

Hollywood Route 66

- DELIVERABLE 1 – FEASIBILITY STUDY: Including, but not limited to: Surveying POTENTIAL ASSESSEES utilizing written surveys, focus groups, and/or interviews to determine probability of success of creating a BID in the proposed area.
    - Deliverable: Report detailing the results of the feasibility study. Provide proposed boundaries to Analyst. Proof of contact with each POTENTIAL ASSESSEE (e.g. copy of mailing list, copy of sign in sheets from scoping meetings, etc.)

We are having to resubmit the report in early May with additional ownership outreach and education to address the City's concerns that we and the steering committee have not complete enough owner outreach. The feedback we received was "We are concerned that the bulk of support for the proposed business improvement district dates back 4-5 years and not as a result of current scoping meetings conducted by Civitas with property owners. The report does not provide evidence that property owners participated in discussions about the types of services included in and the findings of the survey." Our intent with including the original outreach letters from 2014, was to provide a complete look at the outreach done to property owners for support not to limit the amount of our reach to property owners under the current contract.

Under our current contract, we have fulfilled the contractual obligations of:

- *Section 3.1*
  - *A detailed explanation of the methods, techniques, and schedules used in concluding all the findings made in the report with supporting documentation for all findings;*
  - *The proposed type of feasible BID (Merchant or Property)*
  - *The proposed boundaries of the feasible BID; and*
  - *Descriptions of any alternatives and the reason why those alternatives may/may not be feasible;*
- *Section 3.2*
  - *A FEASIBILITY STUDY Report which includes, but is not limited to:*
  - *Detailed results of the study of the TARGET AREA;*
  - *Proposed boundaries of a potential BID*
  - *Proof of contact with each POTENTIAL ASSESSEE*

Additional, the report was not accepted due to "Nor is there evidence of a discussion about the likely cost of those services, based on the square footage being considered." Nowhere in the contract does the feasibility report require information or conversations around the cost of services to the property owner." Frankly, we are unable to have these conversations without the approval of the data from the City.

- DELIVERABLE 2 – DATABASE OF POTENTIAL ASSESSEES: Including, but not limited to: Developing a current DATABASE, as defined in Section 2 of this RFP, that is satisfactory to the CITY CLERK and updated as needed.
  - Deliverable: A current DATABASE in Microsoft Office Excel format; property assessment and other data; and a report of CITY-owned property.

We submitted our initial round of data on February 16 for review. After nearly 2 months since we initially sent the database to Dennis and Mario, we reached out to Rita to see if she had heard anything. On April 11, Rita notified us that Mario would not be able to review the information until September 2018. We understand that your office is short staffed at the moment and under the gun to get the PBIDs that are forming and renewing this year to the hearing process before May. Our concern is that by September that data that we submitted in February will be out of date, as Property owner data is constantly changing. Additionally, we cannot start to discuss annual assessments, begin drafting the MDP or engage the engineer to begin drafting their report. The project cannot move forward without the data.

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Holly Wolcott <holly.wolcott@lacity.org>

Educational Opportunities for a Solid Organizational Foundation

1 message

Civitas Advisors <marketing@civitasadvisors.com> Thu, Feb 8, 2018 at 4:04 PM
Reply-To: us10-e8d3e1b4fc-369018ebda@conversation01.mailchimpapp.com
To: holly.wolcott@lacity.org

Upcoming Educational Opportunities

2018 Winter/Spring Webinar Series

Everything You and Your Board Should Know for 2018: Annual Compliance Review for California Improvement Districts

Wednesday, February 21, 2018

11:00 am - 12:00 pm PST

2018 is in full swing! We know that you are off to a great start to the year and are looking forward to continuing the momentum. Whether you operate on a fiscal or calendar year, we believe that a solid organizational foundation and legal understanding of many improvement district compliance requirements should ensure 2018 is a great year!

A solid foundation begins with the Board of Directors. The board serves as the steward of the organization's mission and as the stakeholders' representatives. This broad set of responsibilities can lead to challenges that we will review and brainstorm solutions. A commitment to using best practices around good governance can improve board leadership, which in turn benefits the organization's stakeholders.

In California, nearly every business improvement district and tourism district must follow the requirements of the Ralph M. Brown Act and California Public Records Act. The Brown Act regulates the decision-making process by public agencies, in an effort to ensure all decisions are open and transparent to the public. Although district governing bodies are not public agencies, they are subject to the requirements of the Brown Act. In 2017, the California Supreme Court interpreted the Act that resulted in significant changes related to the use of personal email accounts and devices. Following the Brown Act and Public Records Act can be murky. We will review the top three tips for making it through those muddy waters.

We often see beautiful, detailed reports on the accomplishments of an improvement district. While those reports are a vital and wonderful tool for communicating with stakeholders, they usually do not meet the requirements of the law. Lastly, we review the basic requirements of your Annual Report, under California law.

What participants should expect to learn:

1. Roles and Responsibilities of Board of Directors & Executive Directors
2. California Brown Act
3. California Public Records Act
4. Annual Report Requirements

Attend this Webinar!

U.S. TRAVEL

ASSOCIATION

Resources to Help Defend Your Budget
by U.S. Travel Association

Thursday, February 22, 2018
11:00 am - 12:00 pm PST/ 2:00 pm - 3:00 pm EST

New this year, U.S. Travel is introducing a webinar series, "Research POV," where they plan to share the latest economic data affecting our industry, analyze tourism trends and highlight new reseach tools and report.

John Lambeth, President & CEO, will participate in the first webinar which will focus on the tools and resources available to states and destinations to justify and defend marketing budget. Join this webinar to arm yourself with the powerful ammunition needed when communicating the importance of travel to your local legislatures and other stakeholders.

What participants should expect to learn
1. Existing materials available through the Power of Travel Promotion Toolkit, as well as next steps to enhance the report in 2018.
2. Overview of a new interactive resource, the Travel Economic Impact Calculator, which shows the impact of a change in travel spending on the state and national economy.
3. Reminder of key U.S. Travel economic impact data, fact sheets and talking points.
4. Highlights from a new report from the Destinations Council conducted by Civitas: A Study of Lodging Charges and Allocation of Revenue.
5. Examples of effective ways to garner support and convince elected officials of the importance of continually investing in tourism promotion

Learn More Here

Non-Profit Policies Your Organization Should Have!

Wednesday, March 7, 2018
110:00 am - 12:00 pm PST/2:00 pm - 3:00 pm EST

Good governance requires the right ingredients. These ingredients include the right mix of board members, a chef to provide leadership and accountability, and careful mixing and stirring of candid discussions, transparent practices, and governance policies. You can help your board master the recipe with the right resources. This webinar will provide your organization with the resources you need by identifying principles, practices, and standards for excellence.

The policies discussed are a basic recipe for good governance. Policies include those that the IRS highlights on the Form 990, conflict of interest policy, written whistleblower protection policy, retention/destruction policy, and a gift acceptance policy.

Nonprofit executives need sensible advice to develop practical, defensible policies. This webinar will explore the processfor developing practical and custom policies. Each non-profit is unique, so do not risk it by "borrowing" a policy ill-suited for your nonprofit.

What participants should expect to learn:
1. IRS Required Policies
2. Conflict of Interest Policy
3. Whistleblower Policy
4. Document Retention and Destruction Policy

Register To Learn More

California Association for Local Economic Development

Establishing an Improvement District for Economic

Development

by California Association for Local Economic Development

Wednesday, March 7, 2018
1:00 pm - 2:00 pm PST

Learn from experts on how improvement districts have helped raise funding to further economic development efforts.

Register To Attend

Twitter Facebook LinkedIn YouTube Website Email

Our mailing address is:
1102 Corporate Way, Suite 140
Sacramento, CA 95831